



# RACINE COUNTY SHERIFF'S OFFICE

717 Wisconsin Avenue, Racine, Wisconsin 53403-1237

(262) 886-2300 FAX (262) 637-5279

Waterford (262) 534-5166 Burlington (262) 763-9558

Sheriff Christopher Schmaling

Chief Deputy John C. Hanrahan

## REPORT REQUEST FORM

### RECORD INFORMATION REQUEST

Racine Sheriff's Office Complaint No.: \_\_\_\_\_

Date/Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Reports will have all personal and highly restricted personal information redacted unless the requester meets the permissible use requirements specified under the Driver's Privacy Protection Act (DPPA) (18 U.S.C. § 2721). If applicable, records may also be redacted pursuant to Wisconsin Statute Chapter 19 (Public Records Law) and any other relevant state and federal laws.

### PERMISSIBLE USES UNDER THE DPPA (check one):

- 1.\* For use by any governmental agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a Federal, State, or local law enforcement agency, in carrying out its functions. (Provide name of agency: \_\_\_\_\_).
2. For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
3. For use in the normal course of business by a legitimate business or its agents, employees, or contractors to verify the accuracy of personal information submitted by the individual and/or to obtain correct information for the purposes of preventing fraud or recovering on a debt or security interest. Name of business: \_\_\_\_\_).
- 4.\* For use in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulating body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a Federal, State, or local court.
5. For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals.
- 6.\* For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting. (Provide name of insurer/insurance company: \_\_\_\_\_).
7. For use in providing notice to the owners of towed or impounded vehicles.
8. For use by any licensed private investigative agency or licensed security service for any purpose permitted under 18 U.S.C. § 2721.
- 9.\* For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license.
10. For use in connection with the operation of private toll transportation facilities.

- \_\_\_ 11. Authorized use. Requesting own record or have signed informed consent of individual requesting record (i.e., attorney, legal guardian, parent of minor child, etc.).
- \_\_\_ 12. For use in bulk distribution for surveys, marketing or solicitations if the State has obtained the express consent of the person to whom such personal information pertains.
- \_\_\_ 13. For any other use specifically authorized under the laws of the State of Wisconsin, if use is related to the operation of a motor vehicle or public safety. (Provide statute(s): \_\_\_\_\_).
- \_\_\_ 14. None of the above.

In order to verify that requester has a permissible use as set forth in the DPPA, requester should submit the following information:

**REQUESTER INFORMATION:**

Name: \_\_\_\_\_

Firm/Business: \_\_\_\_\_

Name of Person Completing this Form: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

**You are not required to provide your name, contact information, notarial statement, or intended use. However, if no name, contact information, notarial statement, and intended use is provided, then personal information and highly restricted personal information may be redacted from the record.**

**PLEASE NOTE:** It shall be unlawful for any person knowingly to obtain or disclose personal information, from a motor vehicle record, for any use not permitted. It shall be unlawful for any person to make false representation to obtain any personal information from an individual's motor vehicle record. 18 U.S.C. § 2722(a) & (b). A person who knowingly obtains, discloses or uses personal information, from a motor vehicle record, for a purpose not permitted, shall be liable to the individual to whom the information pertains. The court may award: (1) actual damages, but not less than liquidated damages in the amount of \$2,500; (2) punitive damages upon proof of willful or reckless disregard of the law; (3) reasonable attorneys' fees and other litigation costs reasonably incurred; and (4) such other preliminary and equitable relief as the court determines to be appropriate. 18 U.S.C. § 2724(a).

**REQUESTS MADE IN PERSON DO NOT NEED TO BE NOTARIZED.**

Subscribed and sworn to before me  
 on \_\_\_\_\_  
 \_\_\_\_\_ Signature of Requester

Notary Public, State of Wisconsin  
 My commission expires: \_\_\_\_\_

---

**FOR OFFICE USE ONLY:**

\_\_\_ Fee (if any) paid. Amount paid: \_\_\_\_\_

\_\_\_ Record provided: by facsimile by mail by email

\_\_\_ Requester provided proof of identification.

Specify proof of identification: \_\_\_\_\_

\* Unless prescribed under Wis. Stat. Ch. 19 or other federal or state statute, records released in conjunction with provisions 1, 4, 6, and 9 shall include no redactions to personal information or highly restricted personal information, pursuant to 18 U.S.C. § 2721.